OFFICE OF THE SECRETARY OF DEFENSE
1950 DEFENSE PENTAGON
WASHINGTON, DC 20301-1950

1 7 DEC 2008

MEMORANDUM FOR PRINCIPAL DEPUTY UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS

SUBJECT: Charter Renewal – Department of Defense Medicare-Eligible Retiree Health Care Board of Actuaries

   The charter for the Department of Defense Medicare-Eligible Retiree Health Care Board of Actuaries is approved for renewal. A notice will be published in the Federal Register announcing the Department's intention to renew the committee's charter. My Committee Management Officer, pursuant to 41 CFR § 102-3.70, will formally file the Committee's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

   As the DoD Sponsor for this federal advisory committee, you are reminded that you are responsible for:

   (a) Ensuring that the Department of Defense Medicare-Eligible Retiree Health Care Board of Actuaries' Designated Federal Officer (DFO) attends all the meetings;
   (b) Ensuring that the DFO and the committee fully complies with all appropriate federal statutes and regulations, to include DoD Instruction 5105.04;
   (c) Providing adequate support to the advisory committee and its membership;
   (d) Ensuring that the committee members are appointed according to DoD policy, and that they do not serve on the committee until all personnel and ethics paperwork has been processed by the appropriate offices;
   (e) Ensuring that neither the Department of Defense Medicare-Eligible Retiree Health Care Board of Actuaries nor the committee's membership is unduly or inappropriately influenced by federal employees or any special interest;
   (f) Monitoring the implementation status of any recommendation adopted by the Department of Defense or the Congress, and ensuring that this information is available for future inquires.

   If you should have any questions, please contact my Committee Management Officer, Frank Wilson, at 703-601-6100.

Michael L. Rhodes
Acting Director